

VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF JANUARY 5, 2016

1. **Call to Order at the Municipal Services Building.** The meeting was called to order at 6:00 p.m. by Alex Jushchyshyn.
2. **Determine that a quorum is present and that the agenda was properly posted.**
It was determined that a quorum was present and that the agenda had been properly posted. Present were Alex Jushchyshyn, Mike Hackel and Larry Kieck. Also present were Public Works Director JJ Larson, Travis McDermott of MSA, and Public Works Administrative Assistant Kristen Krause. Andy Eberhardt and Scott Schuerman were absent and excused.
3. **Public Appearances – Public’s opportunity to speak to Commission Members about any item that is not a specific agenda item.**
None.
4. **Old Business**

a. Update on Conservancy Court Marsh.

Now that everything has been approved by the DNR to move forward on the project, McDermott of MSA reached out to Homburg Inc. for a rough estimate of what the project may cost. Since the estimate was over the bid threshold, it will need to be sent out for bid. It was suggested leaving the timeframe open for completion of the project. Having flexibility with the time will likely bring a more reasonable bid since the contractor can complete it on their schedule. Hackel believes the work will take approximately 1 ½ to complete, and also noted that the ground cannot be completely frozen solid. **Motion** by Jushchyshyn, seconded by Kieck, to approve, pending approval by administration, putting the Conservancy Court Marsh project out for a Class 2 bid. Motion carried with a voice vote of 3-0-0.

b. Discuss and consider Village Sidewalk Repair/Replacement Policy.

Larson presented the proposed policy/agreement by the Village Attorney Lee Boushea, and was given the ok to proceed. The map that is included with the policy indicates the approximate year that a neighborhood will have its sidewalks assessed and is simply a tool meant as guidance for the public. Depending on growth, the map is subject to change, and can be updated at any time. **Motion** by Jushchyshyn, seconded by Hackel, to formally adopt the Village Sidewalk Repair/Replacement Policy as presented. Motion carried with a voice vote of 3-0-0.

c. Discuss and consider updated Heavy Traffic Map.

Jushchyshyn gave the updated Heavy Traffic Map to the Ordinance Review Committee. McDermott had updated the map based on the discussions and recommendations at previous meetings. The also committee had a couple of other suggestions that included: adding a comment for streets with different speed limits and changing the icons at the roundabouts at the I-94 interchange to existing. McDermott will have the roundabouts changed to existing and will add in the note section of the map, that unless otherwise noted, the speed limit on Village roads is 25 m.p.h. **Motion** by Hackel, seconded Jushchyshyn, to approve the updated traffic plan as presented with two (2) minor edits being the note about the speed limits and roundabouts modification. Motion carried with a voice vote of 3-0-0.

5. Engineers Report

VILLAGE PROJECTS

Channel Stabilization in Westlawn 3rd Addition

Discussed in above agenda item 4)a.

DEVELOPMENT PROJECTS

UW Health Clinic

MSA provided the developer with a list of remaining items to complete pertaining to all public improvements. The items have been completed and the site restored. MSA will be recommending that surety be released.

Westlawn Estates

MSA provided construction observation for Phase 2 of the 4th addition to Westlawn. Construction included utility extensions at the end of the phase limits and asphalt binder pavement. We developed an amount for a surety on Phase 3 of the development.

Commerce Park - Stihl

MSA provided the developer with a list of items to complete for construction within the public right-of-way. All items were completed by the developer.

Artisan Square

MSA has performed site visits to perform erosion control inspections.

Coyle South

The developer has completed all remaining items for the project construction. MSA will be recommending a reduction in the letter of credit keep some surety to account for required maintenance on the storm water basins next spring.

Atlantis Valley Foods

MSA is reviewing the engineering and site plan. The project engineers are currently working on stormwater management and have copied us on the soils report. The project triggers the extension of Erb Road which is the last planned public roadway within the Commerce Park plat. The Village may bid this work with other development needs within the Commerce Park.

TIDS

Commerce Park

The Village will utilize TID 5 funding to complete public improvements in the Commerce Park this construction season. The improvements include Erb Road, the final lift of pavement on Commerce Parkway, east of Matt Pass, installation of three light poles, and installing a vehicle cross through of the median on Landmark Drive.

6. Directors Report

Six (6) inches of snow/sleet/rain mix fell over the days of December 28-29. One plow truck was lost during this weather event due to a power steering failure. Given the unique nature of the storm, with slow-moving snow, followed by sleet/rain, the staff did a great job of handling and cleaning it up. Larson is also hoping to add a new Public Works Technician staff member starting this spring. Plans are to post the position in mid-January or so, and try to attract a wide array of applicants.

As for the Public Works buildings, the Village Board recently approved budget dollars to leave the utilities on in the former shop at 225 Bonnie Road (low head & electricity only to operate garage doors & minimal lighting). Roof repairs on the old shop were made by NIR Roof Care and will be monitored by the Public Works Department. NIR also conducted a free assessment of the roof at the new Municipal Services Building (MSB). The roof looks good and no issues were noted. NIR did recommend a maintenance plan, much like what was suggested for the old shop. Larson noted that it may be worth budgeting for in the coming years. The wash bay door drainage repair on the new MSB has worked extremely well, as it has been tested by a number of lengthy and hard rains, and the water has stayed out.

7. Approve the minutes of the November 3, 2015 meeting.

Motion by Hackel, seconded by Kieck, to approve the November 3, 2015 meeting minutes as presented. Motion carried with a voice vote of 3-0-0.

8. Future Agenda Items

- No items at this time.
- Next Public Works meeting to be held on **February 2, 2016 at 6:00 pm at the Municipal Services Building.**

9. Adjournment

Motion by Jushchyshyn, seconded by Kieck, to adjourn at 6:38 pm. Motion carried with a voice vote of 3-0-0.

Respectively submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: __2/2/16__

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.